



Announcement

Zone Recreation Specialist (Special Uses)

Humboldt-Toiyabe National Forest Carson and Bridgeport Ranger Districts

Recreation Special Uses-1 Position

Pre-Announcement Outreach: GS-0401-09

Duty Stations: Carson City, NV or Bridgeport, CA

Carson District Contact: Dan Morris

Telephone: (775) 884-8140

E-Mail: danielmorris@fs.fed.us



Job Opportunity -- The Humboldt-Toiyabe National Forest is looking to fill a Permanent position on the Carson and Bridgeport Ranger Districts. To express interest in this position please submit a resume and form attached below to Dan Morris at **danielmorris@fs.fed.us** Please direct any questions about the positions to the contacts above.

QUALIFICATION REQUIREMENTS -- Those who are interested must meet the qualification requirements for the GS-0401 series covered by the U.S. Office of Personnel Management (OPM) Qualification Standards for General Schedule Positions -- GS-0401: Natural Resource Specialist (Recreation), which can be found in any Federal Human Resources Office or on the internet at <http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0400/general-natural-resources-management-and-biological-sciences-series-0401/>.

About the Zone Special Uses Position:

The Carson / Bridgeport Zone Special uses position is responsible for assisting in developing, planning, organizing, and executing the recreation special uses program on the Carson and Bridgeport Ranger Districts. This position works with other departments on the district and the Forest, and is expected to work in a team environment.

There are over 80 of existing permits on the districts, including a large and varied outfitter / guides program, Resorts, Pack stations and numerous events on both districts. The primary workload of the position is processing and inspecting special use permits but there may be other duties as assigned in support of the District's Recreation, Wilderness, Trails and OHV programs.

Duties:

Evaluates recreation special use needs in planning, organizing, advising on, and administering recreation and special use activities and programs which promote the physical, creative, social, and environmental development of participants. Conducts surveys and evaluates existing permitted special use recreation facilities and their present use and demand.

Provides specific program input into the overall natural resources management planning process. Coordinates with other natural resource disciplines ensuring program requirements are included in the project planning and execution. Based on evaluations of proposed recreation special uses, recommends potential sites or areas for permitted activity and/or planned development with suggested priorities for development.

Prepares and administers all types of recreation special use permits including inspection of permittee operations to determine compliance with terms of the permit. Initiates corrective action directly with the permittee or, when necessary, recommends action to the appropriate line officer. Serves as a procedural and technical specialist providing support in the area of special use permits.

Prepares special use permits (legal documents) and reviews operating plans for recreation/non-recreation special uses, applying knowledge of laws, rules, regulations and policies required to initiate action for permit renewals and reissuance. Monitors and reviews applications and proposed amendments for compliance with the Code of Federal Regulations, existing laws, regulations, procedures, and fee computations. Prepares all correspondence to permittees, including delinquency and termination notices. Prepares letters in response to inquiries concerning special uses and related policies.

Inspects all permitted special uses for compliance with terms of the use permit. Confers with permittees or operators and attempts to gain compliance. Recommends appropriate enforcement action on routine permit violations, prepares technical background reports which include the nature and extent of non-compliance; feasibility of alternative action or solution; and time schedule for taking corrective action. Enforces regulations and federal laws including issuance of violation warnings and notices, court appearances, and written case reports.

Oversees construction of approved improvements to permitted recreation developments including: resorts, organization camps, and recreation residences in consultation with engineering and heritage personnel.

Calculates fees and issues billing related to special use permits. Works with auditors to correct identified fee discrepancies. Works with appraisers to update fees and prepare associated paperwork. Initiates and coordinates Financial Ability Determination process with audits during permit application process. Reviews insurance policies for mandatory requirements, ensures appropriate insurance coverage and Certificates of Insurance are current.

Maintains the Special Use Data System (SUDS) and assumes the responsibility the accuracy of all records in the database, including preparing specialized reports and statistical reports. Updates and maintains database

including end of the year information for yearly reports. Ensures accuracy of information that is used for criteria-based budget and failure to maintain a current database could result in loss of budget.

Establishes and maintains files relating to special use activities including: recreation residences, organization camps, resorts, concessions, and outfitter /guides. Develops and executes portions of the annual program plan of work. Specific portions of the annual program plan of work include but are not limited to: recreation residences, resorts, outfitter and guides, concession campgrounds and recreation events. Develops annual work plans for individual special use permits to determine type, amount and location of work to be accomplished. Participates in the preparation and monitoring of the annual operating plan budget preparation.

Gathers, compiles, and analyzes data needed to determine proposed resource management activities. Coordinates and implements approved resource management plans for the natural resource projects. Responsible for compiling NEPA documents and implementing approved projects.

Performs other duties as assigned.

About the Humboldt-Toiyabe National Forest

The Humboldt-Toiyabe National Forest, in the Intermountain Region, has 6.5 million acres of mountains and valleys, ranging from 2,000 to nearly 13,000 feet high. It is the largest National Forest in the contiguous United States. The H-T National Forest is divided into Ranger Districts with offices at Carson City, Austin, Tonopah, Elko, Ely, Wells and Las Vegas, Nevada and in Bridgeport, California. The Forest Supervisor's Office is located at 1200 Franklin Way, Sparks, Nevada which is in the Reno-Sparks Metropolitan area.

<http://www.fs.usda.gov/htnf/>

About Carson City and the Surrounding Area

Carson City is the state capitol of Nevada and is located on the Eastern slope of the Sierras 45 minutes south of Reno and just minutes from Lake Tahoe. The area has world class hiking and biking trails as well a wide variety of outdoor opportunities in both summer and winter including a variety of Ski areas within an hour's drive. Carson City has a wide variety of amenities including shopping, restaurants and entertainment.

More community information is available on the official Carson City website:

<http://www.carson.org>

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202)720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

**OUTREACH RESPONSE FORM
USDA FOREST SERVICE
INTERMOUNTAIN REGION, R4
Humboldt-Toiyabe National Forest
Carson Ranger District
Natural Resource Specialist (Recreation) Zone Special Uses**

NAME: _____

E-MAIL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

AGENCY EMPLOYED WITH: _____ **USFS** _____ **BLM** _____ **OTHER** _____

TYPE OF APPOINTMENT: _____ **PERMANENT** _____ **TEMPORARY** _____ **TERM**
_____ **VRA** _____ **PWD** _____ **OTHER**

CURRENT REGION/FOREST/DISTRICT: _____

CURRENT SERIES AND GRADE: _____

CURRENT POSITION TITLE: _____

BRIEF WORK EXPERIENCE: _____

**IF NOT A CURRENT PERMANENT (CAREER OR CAREER CONDITIONAL) EMPLOYEE,
ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL
AUTHORITIES:**

- _____ **PERSON WITH DISABILITIES**
- _____ **VETERANS RECRUITMENT APPOINTMENT**
- _____ **DISABLED VETERANS W/30% COMPENSABLE DISABILITY**
- _____ **VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998**
- _____ **FORMER PEACE CORPS VOLUNTEER**
- _____ **STUDENT CAREER EXPERIENCE PROGRAM**
- _____ **OTHER** _____

Thank you for your interest in our Vacancy!

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